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Memorandum

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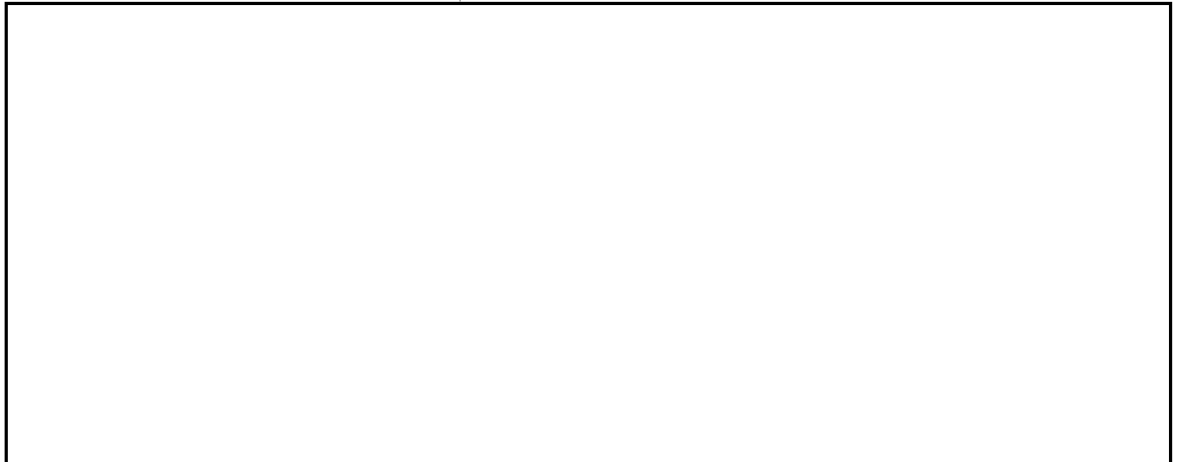
TO : Director of Training

DATE: 5 October 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 30
28 September - 4 October 1965

1. On 28 September Chief IS briefed the training liaison officers taking part in the two-day OTR familiarization course. The briefing covered the mission and function of the Intelligence School.



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3. On 1 October [redacted] discussed with Chief IS a State Department request for a one-day briefing on CIA to be given to junior officer trainees in Headquarters Building on 9 November. Room 1A-07 has been tentatively reserved for that date.

3

4. On 11 October Chief IS will be at Fort Benning, Georgia, giving a briefing. He will return to the office on the morning of 12 October.

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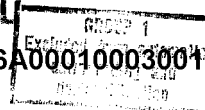


Attachment: Reports

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
☐ DECLASSIFIED
CLASS. CHANGED TO: TS S *2013*
NEXT REVIEW DATE: *27-1-82*
AUTH: *HR 79-2*
DATE: *27-1-82* REVIEWER: *006199*

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 4 October 1965

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 30
27 September - 1 October 1965

1. CT Orientation

We are in good shape for the next influx of CT's on 11 October, with revised manuals and up-dated organizational charts. All speakers have now been confirmed.

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2. Special ☐ Orientation

B We share the dismay of the Operations School at the small enrollment (8) in this course which was originally planned for 20-30 people. We are relying mainly on Intelligence School instructors, in order to save our guest speakers for the CT program. The group has the advantage of being homogenous and well-motivated, and with this small number, the course can be managed on a rather informal basis.

3. Intelligence Review

Begins 28 Oct. B. We are making further progress developing the program for our "advanced" course, with about half the speakers already lined up. ☐ is trying to arrange for both Gen. Maples and Gen. Whitney to represent DIA, as this coverage has been rather meager in recent courses. The Registrar is putting out a Special Notice this week announcing the course. Advance interest appears to be high; eleven have already enrolled.

4. Outside Lectures and Briefings

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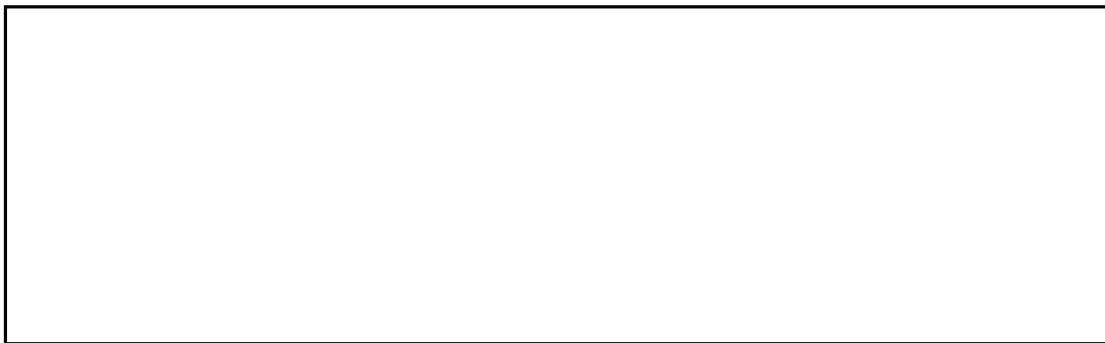
25X1A

b. On 27 September [] briefed a third group of officers at the Air Detachment of the NMCC at Andrews Field. This was the last in a series of briefings given to the three teams stationed there and the reception was most cordial.

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c. On 27 September [] presented the CIA Introduction to 53 new Agency employees. We have noticed an upswing in attendance at this briefing in recent weeks.

25X1C



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e. On 1 October [] gave the bi-weekly lecture on Agency organization and responsibilities in the AID Orientation Course at 1711 New York Avenue. There were 35 people who attended this lecture.

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OPTIONAL FORM NO. 10

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 4 October 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 30
27 September - 1 October 1965

B 1. The photographic interpretation phase of the Map and PI Course began on 29 September. An additional student joined the class at the beginning of the PI phase which brings the enrollment to fourteen, the desired maximum. The enrollment breakdown by Agency component is as follows: NPIC-10, OCR-3, OSI-1.

25X1A B 2. The Writing Workshop for ORR analysts began on 28 Sep with 11 students. Unlike previous ORR Workshops, the majority of these students are the older, more experienced analysts. The GS grades run from 8 to 15, and only two of the students are junior analysts. Once again the course is being conducted jointly by [redacted] in a continuation of their previously successful combination of the Writing and Analysis Workshops. These more experienced analysts have been very receptive to this approach to their economic intelligence reporting problems.

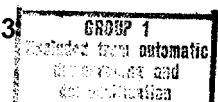
3. The present Intermediate Writing Workshop class, which meets for the last time 6 Oct, consists of five analysts -- four from ORR, who are chiefly concerned with writing contributions to National Intelligence Surveys, and one from OCI. The high caliber of the students has made it possible to focus attention almost entirely on questions of logic and organization, areas in which they have shown the greatest need for improvement. The group has proven so apt in finding ways to improve the papers, projected by Viewgraph, that it has seldom been possible to discuss all five papers in the allotted two hours.

25X1A 4. On Thursday [redacted] CT on temporary assignment in the office of the DD/I, with materials for use in training [redacted] in current intelligence

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 1 October 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 30
27 September - 1 October 1965

1. Number in Clerical Induction Training: During the week of 20 - 24 September 1965, there were 82 trainees in Clerical Induction Training; of these 55 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 20 - 24 September 1965, there were 16 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 20 - 24 September 1965 were as follows:

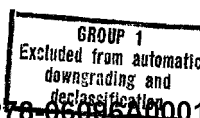
| | <u>Tested</u> | <u>Passed</u> |
|-------------|---------------|---------------|
| Typewriting | 27 | 6 |
| Shorthand | 15 | 5 |

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 20 - 24 September 1965 were as follows:

| | <u>Tested</u> | <u>Passed</u> |
|---------------------|---------------|---------------|
| SET | 34 | |
| Typewriting | 22 | 4 |
| Shorthand | 8 | 1 |
| Card Punch Operator | | |
| Aptitude Test | 1 | |



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Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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Weekly Activities Report, No. 30
27 September - 1 October 1965

5. Results of Official Agency Testing Administered by Clerical Refresher: The results of the tests administered to on-the-job Agency employees on 27 and 28 September 1965 were as follows:

| | <u>Tested</u> | <u>Passed</u> |
|-------------|---------------|---------------|
| Typewriting | 12 | 2 |
| Shorthand | 11 | 4 |

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6. Clerical Training Space: On 29 September 1965, Mrs. [redacted] of the Space Allocation Branch of the Office of Logistics. The purpose of the meeting was to identify and discuss the Ames Building space requested by this Faculty.

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7. Personnel on Leave: [redacted] will be on leave from 29 September through 4 October 1965. [redacted] was on leave 30 September and 1 October 1965.

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Memorandum

TO : Chief/Intelligence School

DATE: 4 October 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 30
27 September - 1 October 1965

MANAGEMENT #92

B Management Course #92 was conducted at [] 27 September - 1 October. Thirty-seven students participated during the entire program. No irregularities of any type developed; and from all appearances, the program was effective and well received. This was our second opportunity to experiment with the new exercise designed to demonstrate power, influence, and trust (PIT) and while it was generally successful, some ideas for strengthening the effectiveness of the exercise were gleaned.

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PHASE II

25X1A [] left the program at [] for about five hours on 30 September in order to join the Office of Finance in the continuation of their Phase II activities. This Office of Finance Program seems to have really built up to a very promising undertaking.

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SENIOR MANAGEMENT SEMINAR

As of this writing, we have received by telephone the names of seven DDP candidates. This leaves them still two short of their quota, and no alternates have been named. The two additional names have been promised, and it is of course almost too late to be concerned with alternates. With this exception, plans and arrangements for this course seem to be moving along in a normal manner. We are, however, growing concerned about the completion of the pre-work, which seems to be coming back slowly from all components; and, of course, concerning the DDP, we have not been able to even send out the pre-material. Less than two

The full quota of 9 is now in.
5 Oct. HHS.

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weeks remain before the course begins, and it is urgent that a minimum of about twenty hours of pre-work be completed.



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